

1. Registration Table

One record per course per enrolled student, 44 Byte Record

Element	Example	Position	Length	Required	Description
Year	199697	1	6	Yes	Enrollment Reporting Year. A 12 month period extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year.
Term	FL	7	2	Yes	Current term being reported. Valid codes are: SM = Summer, FL = Fall, WN = Winter (not applicable for semester system), SP = Spring.
Agency ID	3600	9	4	Yes	Institution Code. Below are the valid institution codes: 3600 = University of Washington, 3601 = University of Washington - Evening Degree Program, 3602 = University of Washington - Bothell Campus, 3603 = University of Washington - Tacoma, 3650 = Washington State University, 3653 = Washington State University - Vancouver Campus, 3655 = Washington State University - Spokane Campus, 3656 = Washington State University - Tri-Cities Campus, 3700 = Eastern State University, 3750 = Central Washington University, 3760 = The Evergreen State College, 3800 = Western Washington University, 3900 = HECB - Washington State University, 3901 = HECB - Western Washington University.
Student ID	123456	13	9	Yes	Unique student identification maintained at reporting institution. If student identification is not 9 characters, then left pad with zeros.
Course Identifier	MATH101001	22	12	Yes	Alphanumeric field for institution course identifier. Should exactly match institution course identifier in the course table. Uniquely identifies the course for your institution. Left justify if less than 12 characters.
Course Sequencer	1	34	1	No	Optional key field to allow submission of duplicate registrations for same course. Sequence field for each duplicate registrations must be unique for each duplicate registration.
Credit Hours	4.25	35	5	Yes	Number of credit hours in decimal format for the course that the student is enrolled in. Format XX.XX. Cannot be 0.0.
State Funded	Y	40	1	Yes	Boolean value to indicate if the course that the student is enrolled in is state funded. Valid values are indicated below. Y = Yes (state funded), N = No (Non-State Funded). State Funded Definition: Important Relationships between State Funded and Course Table.
Contract Type	0	41	2	If Funding Code = N	If funding code = false, then indicate type of contract or '00' for no contract. Valid values are listed below: 00 = No Contract, 01 = Contract - Military Funded, 02 = Corporate Funded, 03 = Contract - Government Funded, 04 = Contract - Local Government (Running Start), 05 = Contract - Private Funded, 99 = Other.
Term Indicator	Q	43	1	Yes	Term system that applies to course that student is enrolled in. Valid values are listed below: Q = Quarter System, S = Semester System.
Required For Progress Toward Degree Flag	Y	44	1	Yes	Remedial course registrations that are not counted toward the completion of a degree program but are required for the student to continue making progress toward a degree. Valid value will be 'Y' when a registration is a remedial course that is required for progress toward a degree and 'N' when it does not meet the definition. This field will be used in conjunction with the Remedial_Flag in the Course Table. Note: When the Required For Progress Toward Degree Flag is 'Y' for a course enrollment in the Registration Table then the Remedial_Flag in the Course Table must be "Y" for the course. Important Relationships between State Funded and Course Table.

PCHEES/HEER Data Elements (Con't)

2. Student Table

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One record per enrolled student, 131 Byte Record

Element	Example	Position	Length	Required	Description
Year	199697	1	6	Yes	Enrollment Reporting Year. A 12 month period extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year. Current term being reported. Valid codes are: SM = Summer, FL = Fall, Wn = Winter (Not applicable for Semester System), SP = Spring.
Term	FL	7	2	Yes	Institution Code. Below are the valid institution codes: 3600 = University of Washington 3601 = University of Washington - Evening Degree Program 3602 = University of Washington - Bothell Campus 3603 = University of Washington - Tacoma Campus 3650 = Washington State University 3653 = Washington State University - Vancouver Campus 3655 = Washington State University - Spokane Campus 3656 = Washington State University - Tri-Cities Campus 3700 = Eastern State University 3750 = Central Washington University 3760 = The Evergreen State College 3800 = Western Washington University 3900 = HECB - Washington State University 3901 = HECB - Western Washington University
Agency ID	3600	9	4	Yes	Unique student identification maintained at reporting institution. If student identification is not 9 characters, then left pad with zeros.
Student ID	123456	13	9	Yes	Primary site that student is attending. Primary site is determined as followed: The site that the student is earning the most credit hours, or if student is earning equal credits hours at more than one site then whichever site the first the student first register at.
Primary Site	123	22	3	No	Student name in 'Last, First Middle' format (note comma after Last name).
Student Name	SMITH, JOHN DOE	25	50	Yes	Student Social Security number. Provide if available.
Student SSN	123456789	75	9	No	Note: Although this field is optional, please provide if available. Birth date of student in 'yyyymmdd' format.
Student Birth Date	19630518	84	8	No	Gender of student. Below are the valid gender codes: M = Male, F = Female
Gender	M	92	1	Yes	Race code of student.
Race Group	800	93	3	Yes	Hispanic code indicator for student. Valid hispanic codes are in the range of 700-748. If student does not have any hispanic origin, then use code (999).
Hispanic Indicator	707	96	3	Yes	If student is a foreign non-resident, then indicate visa type. If Residency code is less than two characters, then right pad with space. Indicate county of origin for student. If student's county of origin is not within Washington State then use '99'.
Immigration Status	F1	99	2	Only if Non-Residency Type = F	Two letter state or province postal abbreviation of student origin. If student's country of origin is not U.S. or Canada, then use 'OC'. Identifier for student's country of origin. If student's country origin is the United State (not U.S. territories), then use '840'. If Visa type is non-blank, then indicate country of origin from Visa.
County of Origin	34	101	2	Yes	Indicates if student is a resident or non-resident of Washington state in accordance with RCW 28B.15.012. R = Resident, N = Non-Resident.
State/Province of Origin	WA	103	2	Yes	If student is a non Washington state resident, then indicate if student is foreign or domestic. A foreign student is a student attending the institution on a visa of Canadian with border crossing privileges. A Domestic student is any other non-resident student. D = Domestic F = Foreign (Blank) = Washington state resident.
Country of Origin	840	105	3	Yes	Students primary discipline two digit CIP Code Major as established in the "Classification of Instruction Program"
Residency Status	R	108	1	Yes	
Non Residency Type	D	109	1	Only if Residency Status = N	
CIP Code - Major	22	110	2	Yes	

Element	Example	Position	Length	Required	Description
CIP Code - Minor	1234	112	4	Yes	published by the National Center of Education Statistics (2000). If student is undecided student's major cannot be determined then use '99'. This code is the first two digits of the standard CIP code. Students primary discipline four digit CIP Code Minor. If student is undecided or student's minor cannot be determined then use '9999'. This code is the last four digits of the standard CIP code.
Registration Type	1	116	1	Yes	Indicate code for type of registration. Valid codes are listed below: 1 = New Student, 2 = Running Start, 3 = Previous Running Start, 4 = Exceptional Freshman, 5 = Other New Student, 6 = Continuing Student, 7 = Former Student.
Class Standing	3	117	2	Yes	Indicate current class standing for student. Valid codes are listed below: 01 = Freshman, 02 = Sophomore, 03 = Junior, 04 = Senior, 05 = Unclassified 5, 06 = Graduate, 07 = Professional, 99 = non-matriculated.
Previous Class Standing	2	119	2	Only if RegType 6	Indicate previous class standing for student. Valid codes are listed below: 01 = Freshman, 02 = Sophomore, 03 = Junior, 04 = Senior, 05 = Unclassified 5, 06 = Graduate, 07 = Professional, 99 = Non-matriculated.
Last School Code	345	121	6	If RegType 1, 3, 4, or 5	If the last school location was within Washington State, then last school CEEB code. Alternatively if the CEEB is unknown then 'WA' and indicate Last_School_Type. If the last school location is not available then 'NA' then indicate Last_School_Type. If the last school location is less than six characters, then left justified the data.
Last School Type	2	127	2	If Last School Code <> CEEB	Indicates type of school if Last School Location is not a Washington state high school or college. Valid codes are: High School: 01 = Public, 02 = Private, 03 = Parochial, 04 = College Prep, 05 = Independent, 06 = Other Colleges, 07 = Public 4 Year, 08 = Public 2 Year, 09 = Private 2 Year, 10 = Private 4 Year, 11 = 2 Year Other, 12 = 4 Year Other. If the last school type is not available then 'NA'.
Self Reported Disability	N	129	1	Yes	Students with self-reported physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, working, etc. Valid codes are: Y = Student has Self-Reported Disability, N = Students does Not have Self-Reported Disability, U = Not Identified.
Fee Status	4	130	2	Yes	Indicate type of fee status for student. Valid codes are: 01 = Pays Resident Fees, 02 = Pays Non-Resident Fees, (Not valid when Resident Status = 'R'), 03 = Fee Reduce/Waived, 04 = Faculty and Staff of Institution, 05 = Senior Citizen, 06 = ROTC, 07 = National Guards, 08 = American Indian, 09 = Non-Higher Education State Employee, 10 = Running Start, 11 = Other Fee Reduction/Waiver.

PCHEES/HEER Data Elements (Con't)

3. Course Table

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Course Table - one record per course offered, 165 Byte Record

Element	Example	Position	Length	Required	Description
Year	199697	1	6	Yes	Enrollment Reporting Year. A 12 month period extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year. Current term being reported. Valid codes are: SM = Summer, FL = Fall, WN = Winter (Not applicable for Semester System), SP = Spring.
Term	FL	7	2	Yes	Institution Code. Below are the valid institution codes: 3600 = University of Washington, 3601 = University of Washington - Evening Degree Program, 3602 = University of Washington - Bothell Campus, 3603 = University of Washington - Tacoma Campus, 3650 = Washington State University, 3653 = Washington State University - Vancouver Campus, 3655 = Washington State University - Spokane Campus, 3656 = Washington State University - Tri-Cities Campus, 3700 = Eastern Washington University, 3750 = Central Washington University, 3760 = The Evergreen State College, 3800 = Western Washington University, 3900 = HECB - Washington State University, 3901 = HECB - Western Washington University.
Agency ID	3600	9	4	Yes	Alphanumeric field for institution course identifier. Left justify if less than 12 characters. Used to uniquely identify this course for your institution.
Course Identifier	MATH101001	13	12	Yes	Institutions course level for this course.
Course Number	101	25	3	Yes	Institutions section identifier for this course.
Section Identifier	1	28	3	Yes	CIP Code Major that represents this course as established in the 'Classification of Instructional Programs' published by National Center of Education Statistics. The code is the first two digits of a standard code.
Course CIP Code - Major	43	31	2	Yes	CIP Code Minor that represents this course as established in the 'Classification of Instructional Programs' published by National Center of Education Statistics. The code is the last four digits of a standard code.
Course CIP Code - Minor	1234	33	4	Yes	If the majority of the course instruction originates on campus, then indicate Yes. If the majority of the course instruction originates off campus then indicate No. Valid values are listed below: Y = Yes (Course originates from On Campus site), N = No (Course originates from Off Campus Site).
Originating On Campus	Y	37	1	Yes	Three digit site identifier where course originates from. Valid values are located in the site file that is also required.
Originating Site Code	MUL	38	3	If Originating On Campus = N (If Originating On Campus = Y then leave blank)	If the majority of the course instruction is received on campus, then indicate Yes. If the majority of the course instruction is received off campus then indicate No. Valid values are listed below: Y = Yes (Course is received at an On Campus site), N = No (Course instruction is received at an Off Campus site).
Receiving On Campus	Y	41	1	Yes	Three digit site identifier for where the student receives the course instruction. Valid values are located in the site file that is also required.
Receiving Site Code	MUL	42	3	If Receiving On Campus = N (If Receiving On Campus = Y then leave blank)	Flag to identify that this course has distance learning component. A Distance Learning course is defined as an academic course where teachers and students are physically
Distance Learning	Y	45	1	Yes	

Element	Example	Position	Length	Required	Description
Type of Distance Learning	10	46	2	If Distance Learning = Y (If Distance Learning = N then leave blank)	below. A Distance Learning course is an academic course whose content has been designed to increase and assess student knowledge or skills that pertain to at least one (or a fraction of one) credit that is applicable to a degree or certificate requirements. Valid values are: Y = Yes, this course has part or all distance learning component. N = No, this course is 100% traditional classroom instruction. Indicate type or method of class instruction. For complicated situations refer to Distance Learning Definitions document in the Appendix. Valis codes are: 10 = Pre-Recorded (Do not include Internet courses): Courses delivered through pre-recorded media including video tapes or audio cassettes, CD ROM, or other storage devices. They include telecourses and computer based (CBT) instructional packages, 20 = Correspondence (Print): Correspondence course are indicicualized, self-paced studies, traditionally print based and conducted by mail, 30 = Internet: Courses delivered over the Internet and its application to link faculty and students, 40 = Interactive Television Technologies (Do not include Internet courses): Courses which use K-20 or interactive video conferencing tools. Teleclasses are courses characterized by their live interactive qualities which use interactive video technologies for their distance learning instruction no matter what transport mechanism is used, 50 = Broadcast (Do not include Internet courses): Courses characterized by broadcast delivery technology that may use combinations of satellite or cable TV to reach learners. These courses differ from Interactive Television Technologies because the interaction is only one-way. Further Description.
Remedial Course Flag	Y	48	1	Yes	Remedial courses are courses designed to remedy an academic deficiency so that the student can take regular credited academic courses. Valid values will be 'Y' when the course meets the definition of a remedial course and 'N' when it does not meet the definition. This field will be used in conjunction with the Required For Progress Toward Degree Flag in the Registration table. Note: When the Required For Progress Toward Degree Flag is 'Y' for a course enrollment in the Registration table then the Remedial Flag in the Course table must be 'Y' for the course. Important Relationships between State Funded and Course Table Data Example.
Course Start Date	20050910	49	8	If Variable Course Dates Flag = N	The date a course is scheduled to start. Enter blank if the date is variable date. Data Example.
Course End Date	20051221	57	8	If Variable Course Dates Flag = N	The date a course is scheduled to end. Enter blank if the date is a variable date. Dta Example.
Course Title	Marine Biology I	65	100	Yes	The descriptive title of a course offered by a Washington Public Univertsity. Data Example.
Variable Course Dates Flag	N	165	1	Yes	A flag to indicate whether the course instruction starts and ends on the same dates for all enrolled students. Valid values will be 'N' when the course has fixed start and end dates and 'Y' when the course is a Variable Dates Course. See Course Dates Definition for definition of Fixed and Variable dates. Data Example .

4. Site Table

Site Table - one record per Site189 Byte Record

Element	Example	Position	Length	Required	Description
Year	199697	1	6	Yes	Enrollment Reporting Year. A 12 month period extending from the beginning of Summer term of one calendar year to the end of Spring term of the next calendar year.
Term	FL	7	2	Yes	Current term being reported. Valid codes are: SM = Summer, FL = Fall, WN = Winter - (Not applicable for Semester System), Sp = Spring.
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Site Identifier	232	13	3	Yes	Institution unique site identifier.
Site Description	Lynnwood	16	50	Yes	Description / name of site.
Address	233 N. Street	66	80	No	Physical address of site location.
City	Olympia	146	30	Yes	City where site is located.
State	WA	176	2	No	State where site is located.
County Identifier	34	178	2	Yes	Identifier for Washington State county where site is located.
Zip Code	98504-1111	180	10	No	Zip + 4 zip code for site. If +4 unknown, then use 0000.